



DEPARTMENT OF THE NAVY

COMMANDER
NAVY REGION, MID-ATLANTIC
6506 HAMPTON BLVD.
NORFOLK, VA. 23508-1273

COMNAVREGMIDLANTINST 1710.9
PMSS-PM1
22 Jan 04

COMNAVREG MIDLANT INSTRUCTION 1710.9

Subj: MID-ATLANTIC REGION MORALE, WELFARE AND RECREATION (MWR)
STANDARD OPERATING PROCEDURES FOR AQUATIC FACILITIES

Ref: (a) BUPERSINST 1710.11C, Chapter 7 (Patron Eligibility)
(b) BUPERSINST 1710.19
(c) NAVMED P-5010-2
(d) The National Recreation and Park Association's
Aquatic Facility Operator Manual
(e) The United States Lifesaving Association Manual of
Open Water Lifesaving
(f) The American Red Cross Lifeguarding Today Manual

1. Purpose. To establish standard operating procedures for the
Aquatic Facilities in the Mid-Atlantic Region.

2. Cancellation. REGSUPPSVCSINST 1710.5

3. Background. Indoor aquatic facilities include a swimming
pool and men's and women's locker/shower facilities. Indoor
facilities may also include a training pool. Outdoor facilities
may include, but are not limited to the following: outdoor
water-parks, swimming pools, specialty swimming pools, and water
frontage on lakes, rivers, bays, or the ocean. These facilities
are to promote the morale and physical fitness of military
personnel and their families. The facilities and programs are
to be staffed with professional management personnel and
certified, trained non management staff.

4. Regional Core Days and Hours of Operation. This is for the
majority, as there may be a few exceptions based on location and
customer usage. Outdoor aquatic facilities will be open during
the summer season at least five days per week, 1200-1800. Core
hours for indoor facilities are 1100-1300 and 1600-1800 at least
five days per week.

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5. Eligibility. Active duty, retired military personnel, reserve components and their family members are eligible. Each installation in the region may establish its own policy regarding the following:

a. The eligibility of Department of Defense civilian employees who work onboard that base or installation.

b. Eligible customers sponsoring guests into the facilities.

c. More stringent age restrictions that an Installation feels is necessary. The allowance for some differences is due to the variety of base geographic and demographic locations. Active duty military personnel have priority. See reference (a) for more information.

(1) Each installation in the region may establish their own policy regarding at what age a customer is eligible to use the aquatic facilities unaccompanied by a sponsor. The allowance for this difference is due to the variety of design, depth and type of aquatic facilities in the region.

(2) Once an installation has established its age policy, family members under that age may use aquatic facilities only if they are:

(a) Actively supervised by an adult.

(b) Participating in a MWR sponsored activity. Any person under the established age, who is not participating in the activity, will be turned over to the Master-At-Arms or the Security Department.

6. Aquatic Facilities Regulations

a. If sponsorship of guests is authorized at a facility, the sponsor must be an adult. An adult is defined as a person of at least 18 years of age.

b. Customers, with the exception of dependents under 10 years of age, are required to present government identification cards to utilize aquatic facilities.

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c. Customers may not hold their breath underwater for extended periods of time as a test of endurance.

d. Failure to observe rules and regulations or verbal orders from an aquatic facility's supervisor or lifeguards will be considered sufficient grounds for ejection from the aquatic facility or area. The facility supervisor may deny reentry until the next business day. The Regional Fitness and Sports Director must approve any longer periods of usage denial. Military offenders may be placed on report for appropriate disciplinary action.

e. A facility usage fee may be incurred at any aquatic facility. Children under the age of six years will be allowed access free of charge per reference (b).

f. The consumption of alcohol or the use of any type of tobacco is prohibited at indoor aquatic facilities. Each installation will establish its own policy regarding use of either of these substances at outdoor aquatic facilities or at after-hours pool parties.

g. Eating or chewing gum is prohibited at indoor aquatic facilities.

h. Free lockers (if available) will be accessible for daily use on a first-come, first-serve basis. Customers are strongly urged to secure their valuables. Daily, weekly, and monthly rental lockers are authorized.

i. On occasion, customers may have to give way to active duty military personnel when requested to do so by a facility supervisor.

j. Loitering and disruptive behavior are prohibited in all aquatic facilities, locker rooms, and bathhouses.

k. Morale, Welfare and Recreation is not responsible for any items lost or stolen.

7. Indoor and Outdoor Swimming Pool Regulations

a. All customers must sign in.

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b. All swimmers will take a cleansing shower before entering the swimming pool.

c. Personnel entering the swimming pool area must use regular entrances and exits.

d. Customers will use the ladder to exit the swimming pool water. Only one person at a time is permitted on a ladder.

e. "Skylarking", dunking, or unsafe practices will not be tolerated at the swimming pool facilities. Boisterous or rough play is prohibited, except during supervised aquatic activities or training exercises. Running is prohibited in swimming pool areas, shower rooms, decks, locker rooms, or hallways.

f. Spitting and nose blowing are prohibited in the swimming pool area.

g. Personnel with open wounds or skin diseases are not allowed in the swimming pool.

h. Objects other than lifesaving equipment will not be thrown into the swimming pool. Aquatic toys, equipment, water wings, and inner tubes are not permitted. For a complete list of prohibited items see reference (b). Flotation devices must be U.S. Coast Guard approved and authorized by the Aquatic Coordinator, Swimming Pool Manager, or Facility Supervisor.

i. Radios, cassette players, CD players, etc., are permitted at outdoor swimming pool facilities, but are prohibited in the indoor swimming pool facilities.

j. The Aquatic Coordinator, Swimming Pool Manager, or Facility Supervisor may close the aquatic facilities for short periods of time, without notice. Areas will be cleared of all persons during thunderstorms, electrical storms, and inclement weather. At the first sound of thunder or sight of lightning the area will be cleared and remain cleared until deemed safe (approximately 30 minutes after the last rumble or sighting). One long blast on the whistle by the lifeguard is the emergency signal indicating all persons in the water shall clear the swimming area immediately.

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k. Glass containers, bottles, dishes, or other breakable objects are not permitted in the vicinity of the swimming pool.

l. Bathers will wear and keep adjusted bathing attire that conforms to good taste and decency. Street attire, including shoes, will not be permitted in the swimming pool area or in the swimming pool itself except in designated areas or as a spectator in an organized aquatic activity. Swimming while wearing any type of hair device, including bobby pins, curlers, etc., except bathing caps, is prohibited.

m. Children in diapers will not be permitted, at any time, in the swimming pool. Children are not to be left unattended. Children who are not toilet trained are required to wear a swim diaper.

n. Dogs, cats, or other pets are not permitted in the swimming pool area.

o. Swimming pools that are designated as "kiddie pools" are only to be used by pre-schoolers. An adult must actively supervise these small children.

p. If smoking is allowed at outdoor swimming pool facilities, it will be only in properly designated areas.

q. Swimming lessons, a core program, will be offered at the aquatic facilities at least once a year.

r. If vomit or blood is found in a pool, the contaminate shall be removed and the pool closed for two hours.

s. If fecal matter is found in a pool, the contaminate shall be removed and the pool closed for twenty-four hours.

8. Diving

a. Diving shall not be permitted in water less than nine feet in depth at any swimming pool.

b. Only one diver at a time will be permitted on a ladder and diving board.

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c. Swimming is not permitted near the diving boards while they are being used.

d. Non-swimmers and beginners are not permitted to jump from diving boards, with or without the help of lifesaving devices.

e. Double bouncing on diving boards is prohibited.

f. Divers will ensure a clear area before diving.

g. Divers must dive from the front of the board and straight off, then exit quickly to the nearest side.

h. Each installation may establish further regulations on diving. This is due to the varied heights of diving board and depths of water. These rules will be established to comply with the American Red Cross and references (b) through (f).

9. Waterfront Aquatic Facilities. Waterfront aquatic facilities include the beach, shore, or banks of lakes, rivers, bays, or the ocean.

a. Each installation may establish its own policy regarding whether watercraft will be permitted to enter or leave the waterfront aquatic facilities and surrounding areas and the locations where fishing and surfing is permitted.

b. Glass containers or any breakable objects are not permitted at waterfront aquatic facilities, in the bathhouses, or picnic areas.

c. Parking on grass is not permitted.

d. Swimming and surfing (if authorized at the waterfront aquatic facilities) will be conducted in designated areas and will only be permitted when lifeguards are on duty.

e. Failure to observe rules and regulations or verbal orders from the Aquatic Coordinator, Beach Manager, Facility Supervisor or lifeguards will be considered sufficient grounds for ejection from the waterfront aquatic facilities. The Aquatic Coordinator, Beach Manager, or Facility Supervisor may deny reentry until the next business day. The Regional Fitness

and Sports Director must approve any longer periods of usage denial. Military offenders may be placed on report for appropriate disciplinary action.

f. Waterfront aquatic facilities that authorize swimming will not permit pets at the facilities during May through October. If and when pets are authorized, they must be on a leash at all times.

g. Waterfront aquatic facilities may have rental items available on a hourly/daily basis for all eligible personnel.

10. Specialty Pools

a. Water slide participants must be in a seated position, facing forward, or lying on their back, with feet entering the water first. Head-first slides are not permitted.

b. Only one person may go down a slide at a time.

c. Stopping on a slide is not permitted.

d. Horseplay is not permitted on a slide, the stairs leading to a slide, or at anytime while waiting to use a slide.

e. Use of a slide by a participant is at the discretion of the lifeguards.

f. Swimming is not permitted in any area marked for sliding. Slide participants must swim-directly to the side of the swimming pool and exit the water.

g. Each installation in the region may establish its own policy regarding the use of other specialty items (i.e., lily pads).

11. Lifeguards

a. Lifeguards must meet requirements and hold valid certifications per references (b), (e), and (f).

b. Lifeguards must wear identifiable items that distinguish them as being lifeguards.

c. Qualified lifeguards will maintain a watch at all times during swimming hours. Qualified relief will be provided in the absence of the regularly assigned lifeguards.

d. Lifeguards on watch are responsible for the safety of all persons in and around the aquatic facilities. They will not run errands or be distracted at any time from their official duties by reading or writing and will avoid unnecessary conversation.

e. Lifeguards will familiarize themselves with the location and use of all emergency equipment at the aquatic facility.

f. Lifeguards are authorized to request personnel to leave any aquatic facility when the person's conduct is not in accordance with these regulations.

g. If swimming pool water becomes cloudy or is unsanitary, the lifeguard will secure all swimming and notify the Aquatic Coordinator, Swimming Pool Manager, or Facility Supervisor. The swimming pool may be reopened after appropriate clearance has been obtained.

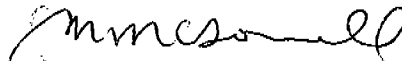
h. Lifeguards, while on duty, will have a whistle on their person at all times.

i. When, in the opinion of the lifeguard, the maximum number of persons consistent with standard safety measures are in the swimming pool, the entrance will be secured and additional swimmers admitted as others leave.

j. Lifeguards have the authority to administer a swim test to any customer. The swim test will require the customer to swim two widths of the pool without touching or using support of any kind.

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12. Suggestions and Comments. Problems will be discussed with the lifeguard in attendance or the Aquatic Coordinator, Swimming Pool Manager, Facility Supervisor, or Beach Manager. If a satisfactory solution cannot be reached, the problem shall be referred to the Athletic Director. If a satisfactory solution is not reached, the problem will be referred to the Regional Fitness and Sports Director.


J. M. MCDONNELL
By direction

Distribution: (www.cnrma.navy.mil)
List II
All Regional MWR Departments